



Warwick School District

301 West Orange Street

Lititz, PA 17543

Educational Trip Request Form – request for Pre-approval

A student will be permitted to take a limit of two (2) educational trips per school year, with his/her parents/guardians, *not to exceed a total of five (5) school days*. These trips are to be preapproved and comply with program requirements as described in the Parent/Student Handbook. Neglecting to gain prior approval for the educational trip will result in recording those days as unexcused/unlawful.

Definition: As used in this policy, the term “Family Educational Trip” shall refer to a trip in which the student is under the guidance and supervision of parents and/or guardians. In order to qualify as being educational, the trip must include activities in which the student is involved in learning experiences. Such activities include, but are not limited to: visiting museums, historical sites, zoos, galleries, laboratories, state or national parks, libraries, place of business or an agricultural exhibit etc.

PLEASE NOTE:

- Personal business trips, shopping trips and other similar activities will not be approved as educational trips
- College visits and hunting do not require the submission of this form. Please submit a note for pre-approval to your building principal as outlined in the handbook.
 - Students are allowed the following number of days per grade level for college visits:
 - *9th and 10th grades – 1 day per school year*
 - *11th and 12th grades – 3 days per school year*
 - Students are allowed 3 days for hunting per school year.
- Educational trips for the first and last (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. PSSA testing dates are subject to change annually, please check with your building principal for testing dates.

***An educational trip of one (1) day requires that the Educational Trip Request Form be submitted to the building principal prior to the trip for pre-approval.**

****An educational trip of two (2) days or more requires that the Educational Trip Request Form be submitted to the Superintendent’s Office at least one week prior to the date of the trip.**



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Name(s) of student(s)

Building

Grade

Dates(s) of proposed absences(s): _____

Number of school days missed for trip: _____

***An educational trip of one (1) day requires that the Educational Trip Request Form be submitted to the building principal prior to the trip for pre-approval.**

****An educational trip of two (2) days or more requires that the Educational Trip Request Form be submitted to the Superintendent's Office at least one week prior to the date of the trip.**

Parent/Guardian Signature: _____ Telephone _____

Address: _____

Please have your student(s) request assignments from all of their teachers prior to leaving on the trip.

Trip Destination: Include experiences, which will be educational in nature and will therefore, provide the students with valuable educational experiences outside of the classroom.

OFFICE USE ONLY

Date Received: _____

Approved/Denied

Circle One: 1st trip 2nd trip

Reason if Denied: _____

Signature of Administrator: _____